

Një projekt i Agjencisë Zvicerane për
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft
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Agjencia Zvicerane për Zhvillim
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



TERMS OF REFERENCE (No. 2020/031)

Service Provision for organization of workshops for piloting the methodology and instruments of roll-out for the targeted audiences of the project “Shkollat për Shëndetin”

(workshops)

Date: 15 September 2020

1. BACKGROUND

As of March 1, 2020, ‘Save the Children’ has started the implementation of the Project: *“Health promotion and non-communicable disease (NCD) prevention in schools in Albania”*. This is a Swiss Agency for Development and Cooperation (SDC) project, referred to as “Shkollat për Shëndetin” (Schools for Health).

The aim of the Project is to promote healthy behavioural practices and healthy lifestyle habits in the Albanian population, with a particular focus on schoolchildren (aged 6-15 years) in order to control and prevent effectively the major risk factors for NCDs.

This Project is intended to promote positive behavioural changes among all primary schoolchildren in Albania in order for them, their respective families and communities at large to engage in healthy lifestyle practices including healthy nutritional practices, physical activity, no use of smoking, alcohol consumption or drugs, as well as promotion of other healthy behaviours/lifestyles.

As per one output of the Inception Phase, fairly recently, several operational manuals (practical guides) have been developed for the following target groups (audiences):

- Schoolchildren aged 6-15-years (grades 1-9)
- Parents and other caregivers
- Basic education teachers and school authorities

- Medical and social service personnel in schools
- Health promotion specialists and family doctors at local health care units
- Local government authorities

At this stage, the Project aims at piloting the methodology and instruments of school roll-out targeting all the major categories and groups of interest (audiences) which will eventually contribute directly and/or indirectly in the promotion of healthy behaviours among schoolchildren in Albania.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

‘Save the Children’ is seeking a service provider (companies or organizations) capable of organizing workshops in all regions of Albania involving the main targeted audiences of the project “Shkollat për Shëndetin”.

More specifically, the aim of this assignment is to organize workshops in all regions of Albania with the following target groups (audiences):

- i. Schoolchildren aged 6-15-years (grades 1-9)
- ii. Parents and other caregivers
- iii. Basic education teachers and school authorities
- iv. Medical and social service personnel in schools (doctors, nurses, dentists, psychologists, social workers)
- v. Health promotion specialists and family doctors at local health care units
- vi. Local government authorities

These workshops should discuss the practical manuals (guides) which have been already developed addressing the necessary knowledge, skills and good practices that each targeted audience should possess regarding the promotion of healthy behaviours among schoolchildren including healthy nutritional habits, physical activity, prevention of tobacco, alcohol and drug use, promotion of sexual health, mental health, as well as good hygienic practices and effective measures for the prevention of infectious diseases including the recent COVID-19 pandemic.

Specific objective of the service is as follows (with further detailed explanation under Section 3):

- *To organize 64 workshops in different regions of Albania aiming at discussing the operational manuals (guides) addressing the necessary level of knowledge and skills for each targeted audience in order for them to be capable of promoting healthy behaviours/practices among schoolchildren.*

3. APPROACH OF THE SERVICE PROVIDER

3.1. *The service provider is expected to conduct a preparatory work as specified below:*

- Prepare a detailed plan of the workshops with each of the groups of interest (targeted audiences) according to four regions of Albania. The division into four regions is in line with the Albanian government's policies and guidelines.
- Confirm the detailed plan of the workshops and the respective calendar with the team of the project "Shkollat për Shëndetin".

3.2. *The Service Provider is expected to organize the workshops as specified below:*

- Tirana region: the workshops should target all the following groups (audiences):
 - Schoolchildren aged 6-15-years (grades 1-9)
 - Parents/caregivers
 - Teachers and school authorities
 - Medical and social service personnel in schools
 - Health promotion specialists and family doctors at local health care units
 - Local government authorities
- Shkodra region: the workshops should target all the following groups (audiences):
 - Schoolchildren aged 6-15-years (grades 1-9)
 - Parents/caregivers
 - Teachers and school authorities
 - Medical and social service personnel in schools
 - Health promotion specialists and family doctors at local health care units
 - Local government authorities
- Fier region: the workshops should target all the following groups (audiences):
 - Schoolchildren aged 6-15-years (grades 1-9)
 - Parents/caregivers
 - Teachers and school authorities
 - Medical and social service personnel in schools
 - Health promotion specialists and family doctors at local health care units
 - Local government authorities
- Korça region: the workshops should target all the following groups (audiences):
 - Schoolchildren aged 6-15-years (grades 1-9)
 - Parents/caregivers
 - Teachers and school authorities
 - Medical and social service personnel in schools
 - Health promotion specialists and family doctors at local health care units
 - Local government authorities

3.3. *The Service Provider is expected to conduct all the workshops in a gender-sensitive and culturally-sensitive manner:*

- All workshops should be conducted in a gender- and culturally-sensitive manner and should be tailored in accordance with the local contexts, traditions and current circumstances.

4. SERVICE PERIOD

In order to respond to the consultancy service objectives, the service provider is expected to closely work with the team of the project implemented by Save the Children Albania.

The duration of the service will be over 28 September – 29 October 2020, as briefly summarized in the table below:

No.	Assignment Steps
1	Preparatory work: preparation of the detailed plan of the workshops and the respective calendar.
2	Workshops: organization of 64 workshops in four regions of Albania.

A possible timeline on the service implementation can be as per the following Gant chart.

No.	Week 1 (28-30 Sep)	Week 2 (1-7 Oct)	Week 3 (8-14 Oct)	Week 4 (15-22 Oct)	Week 5 (23-29 Oct)
1.	Preparatory work				
2.		Workshops in Korça region			
3.			Workshops in Tirana region		
4.				Workshops in Fier region	
5.					Workshops in Shkodra region

5. DELIVERABLES

It is expected that the *Service Provider* (experts' group) submits the following deliverables at the end of service implementation:

- The list of participants and detailed agenda for each workshop.
- Handouts used/distributed during the workshops.
- A technical report (in both English and Albanian languages) summarizing the content of the workshops according to the targeted audiences.

- A short narrative report in English about the assignment's process and activities performed. A template for this narrative report will be provided by the Project Team in due time.

6. QUALIFICATION AND SELECTION CRITERIA OF THE SERVICE PROVIDER

The *Service Provider* should fulfil the following criteria in order to address effectively and timely the specific requirements of this assignment:

- Background and work experience in Health Promotion and/or NCD control and prevention.
- Background and work experience in school-based Health Promotion projects.
- Proven experience in conducting workshops or training sessions with the target groups (audiences) of this assignment (schoolchildren / parents, teachers, school doctors / nurses / dentists / psychologists, school authorities, health promotion specialists, family physicians, local government authorities);
- Proven capacity to conduct high-quality workshops in a timely manner;
- Excellent oral communication skills with the targeted audiences (children, teachers, school health workers, primary health care professionals, and local authorities);
- Good administration and interpersonal skills;
- Working experience and very good knowledge of the 9-year school system, as well as the health system in Albania.

7. PROPOSAL

The *Service Provider* is expected to submit a proposal as described below:

- Technical proposal including, at least, the following:
 - Methodology for development of the workshops with each of the targeted groups of interest (project audiences);
 - A detailed plan and a preliminary calendar of the workshops in each of the four regions.
- Financial bid/proposal: detailed expenditure plan for each workshop in ALL (Albanian Lekë), including taxes according to the Albanian legislation.
- The service provider should be able to issue invoice recognized from Tax authorities for the service.
- CVs of the Service Provider and the key members who will conduct the workshops. **The CV of experts need to be signed in each page from the expert.** The CVs should include a summary of expertise areas as per requirements of these "Terms of Reference", demonstrating previous experience in conducting workshops in the health

and education fields targeting schoolchildren, parents, teachers, school authorities, health professional and local government authorities.

- A copy of ID card of the designated service provider representative (acting on behalf of the applicant).

8. Award Criteria

The award criteria consist of the following:

- Technical proposal: 40%
 - Methodology: 20 points
 - A detailed plan and a preliminary calendar of the workshops: 20 points
- Financial proposal: 40%
- Qualification and experience: 20%
 - CV of the service provider 5 points
 - CV of experts conducting the workshop:
 - Background and work experience in Health Promotion and/or NCD control and prevention. – 3 points
 - Background and work experience in school-based Health Promotion projects. – 4 points
 - Proven experience in conducting workshops or training sessions with the target groups (audiences) of this assignment (schoolchildren / parents, teachers, school doctors / nurses / dentists / psychologists, school authorities, health promotion specialists, family physicians, local government authorities); - 4 points
 - Proven capacity to conduct high-quality workshops in a timely manner - 2 points
 - Excellent communication skills – 1 point
 - Good administration and interpersonal skills; - 1 point

9. Responsibility of the Project implemented by Save the Children and the Service Provider

The team of the project implemented by Save the Children will monitor, supervise and facilitate the *Service Provider* in every step of the process. No action will be taken without the approval of the project.

The *Service Provider* is responsible for conducting the workshops involving the target groups of interest (project audiences) in a timely manner and submit a technical report and a short narrative report describing the assignment process.

10. PAYMENT MODALITY

The payment will be done in two instalments following the gradual organization of the workshops and delivery of the technical and narrative reports by the *Service Provider*.

The payment will be subject to the current Albanian legislation taxes.

11. OTHER BUSINESS

A contract between the project implemented by Save the Children and the *Service Provider* will be established covering the activities defined in these “Terms of Reference”.

Interested *Service Providers* should submit a technical proposal, a financial proposal (if VAT is applicable and type of invoice issued), CVs (of the company/organization, and for each of the members involved in the workshops), and a copy of ID card (of the designated service provider representative), by close of business 21 – 09 – 2020.

The application should be submitted in English in a sealed envelope. Financial offer should be submitted in a separate envelope from the technical proposal and state if VAT is applicable for such service. On each envelope (technical proposal, and financial offer) it should be written in a clear way the full name of the tender/call you are applying to.

Address: The complete offer is to be submitted to the following address:

Please do not open

Save the Children Albania country office

Street. "Komuna e Parisit", Lagjia 8,

Building 1 Maji, Vila "Lami"; P.O. Box 8185

Tel: +355 4 2261840 / +355 4 2261929 / +355 4 2266227

Fax: +355 4 2263 428

E-mail: info.albania@savethechildren.org

Late submissions: Bids submitted too late cannot be taken into consideration. They will not be opened and will be destroyed.

Submission of written questions about this call may be addressed to info.albania@savethechildren.org, by close of business 16 – 09 – 2020. All questions will be responded by close of business 17 – 09 – 2020.